



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OCT 21 2016

OFFICE OF
AIR AND RADIATION

Mr. Todd Scher
America Rising Advanced Research
1550 Wilson Boulevard
Suite 307
Arlington, Virginia 22209

Dear Mr. Scher:

Re: Freedom of Information Act Request No. EPA-HQ-2016-010750

This letter concerns the above-referenced Freedom of Information Act (FOIA) request, received by the U.S. Environmental Protection Agency on October 4, 2016, in which you requested copies of emails after May 1, 2012, between some employees in the Office of Transportation and Air Quality and a list of individuals or organizations.

Your request does not reasonably describe the records you are seeking in a way that will permit EPA employees to identify and locate them. For example, you do not provide a subject matter so that we can easily identify and locate the records.

EPA's FOIA regulations state, 40 C.F.R. § 2.102(c):

"Whenever possible, your request should include specific information about each record sought, such as the date, title or name, author, recipient, and subject matter. If known, you should include any file designations or descriptions for the records that you want. The more specific you are about the records or type of records that you want, the more likely EPA will be able to identify and locate records responsive to your request."

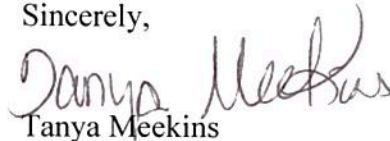
We would like to provide you the opportunity to clarify the records that you are seeking so that EPA can process your request. As indicated in 40 C.F.R. § 2.102(c), please include any specific information about the records you seek, such as a more detailed description of the records' subject matter. This FOIA request is tolled until we receive your clarification.

Also, you indicated that your fee limit is \$25.00. You were placed in the commercial fee category, which means you will be charged for search, review, and duplication costs in accordance with the Agency's regulations under 40 C.F.R. Part 2, Subpart A. Using the appropriate review rate contained in 40 C.F.R. § 2.107(c)(2)(i)(B) the cost for search and review each has a fee of \$7.00 per 15 minutes for staff; \$10.25 per 15 minutes for manager; and 0.15 cents for duplication cost.

The records you are seeking extend back to 2012. At this time we do not know how many hours it would take to complete our search and review. Therefore EPA is providing an estimated cost based on a limited number of hours as a baseline for seeking an appropriate fee limit. EPA has calculated a cost of \$690.00, which is based on 20 hours of search and review for five staff and five managers. Please provide an appropriate fee limit based on the rates outlined above.

Please respond to this request within ten calendar days from the date of this letter. Once we receive your response, we will continue processing your FOIA request. If we do not receive a response from you within this time period, we will consider your request to be voluntarily withdrawn.

Sincerely,

A handwritten signature in dark ink, appearing to read "Tanya Meekins", is written over the printed name.

Tanya Meekins

FOIA Coordinator

Office of Transportation and Air Quality